

Apprentice Paralegal

Apprentice Grade 7

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Staffordshire Legal Services is a support service within the Corporate Services Directorate. It provides quality services, within resources, promoting Staffordshire County Council’s pursuit of excellence.

Staffordshire Legal Services also provides services to a range of external clients which are effective, customer friendly and provide value for money.

We endeavour to deliver by taking into account our customer commitments, our values and our individual targets.

Reporting Relationships

Responsible to: Relevant Team Senior Lawyer

Responsible for: (Not applicable)

Key Accountabilities:

1. With support, complete routine legal casework relevant to skills, qualification and experience
2. Support senior colleagues in the representation of the relevant client department at case related meetings
3. With support, undertake administrative legal support work, generated by the allocated legal team in order to support the objectives of the LSU.
4. Support the wider areas of the Legal Services Unit (LSU), with both casework and legal administrative support with the required training and appropriate supervision.
5. Undertake research on points of law or practice when required in order to support the service delivery to the client departments.
6. Ensure strict adherence to the Staffordshire Legal Service’ quality standards (Lexcel) including time-recording in order to maintain the professional standards and contribute to the process of securing re-accreditation as and when required.
7. Study towards and complete the [Level 3 Paralegal apprenticeship](https://www.instituteforapprenticeships.org/apprenticeship-standards/paralegal-v1-3). The duration of this apprenticeship standard is approximately 2 years.
8. Handle confidential data sensitively and securely in accordance with policy and statutory requirements.
9. Comply with employee’s health and safety responsibilities.
10. Contribute positively to Staffordshire Legal Services’ marketing and selling services commercial activities when required.
11. Responsibility for carrying out such other duties as may reasonably be required.

**Professional Accountabilities**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * Prepared to study and complete the [Level 3 Paralegal Apprenticeship](https://www.instituteforapprenticeships.org/apprenticeship-standards/paralegal-v1-3) * GCSE in Maths and English minimum grade C/4 or equivalent essential * A Level Law preferred. | A/I |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Demonstrate a proven interest to understand the law relating to the role * Whilst no previous local government experience is necessary, a desire to learn and understand the work done by this public sector service is required * Prepared to undertake routine legal casework with regular supervision. * Prepared to support senior colleagues at case related meetings * A willingness to carry out legal administrative support work on work generated by the allocated team or wider LSU * Demonstrable experience of working under pressure, meeting completing demands, and consistently maintaining a high standard of work * An understanding and appreciation of handling and processing sensitive data in accordance with policy and guidance * Experience of working using IT, with the ability to work all elements of Microsoft Office and a case management system | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
|  | **Skills**   * Ability to clearly, confidently, and effectively communicate in all media forms; verbally, digitally and in writing * Ability to draft legal documents * Ability to work effectively both as a team member and independently * Able to use own initiative * Flexible and able to adapt to change and aim to achieve continuous improvement * Effective time management and prioritisation skills * Meticulous attention to detail * Ability to work under the demands of competing pressures   This post is designated as a casual car user | A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting Talent & Resourcing Team 01785 278300

**Shared Services on 01905 947446**